

Langley Research Center Facility Usage Request Form

National Aeronautics and
Space Administration
Langley Research Center
Hampton, Virginia 23681-2199



Date Submitted: ____ / ____ / ____

Name: _____ Phone Extension: _____ Email: _____

Facility Requested:

Reid Center (Bldg. 1222)

- ☐ Auditorium
- ☐ Langley Room
- ☐ Hampton Room
- ☐ Wythe Room
- ☐ Afterburners (Lounge)
- ☐ Picnic Grounds
 - ☐ Shelter #1
 - ☐ Shelter #2

Cafeteria Building (Bldg. 1213)

- ☐ NACA Room
- ☐ Patio

Date Requested: ____ / ____ / ____

Start Time: ____ : ____ AM/PM

End Time: ____ : ____ AM/PM

Event Questions?

1. Please state the nature of your function/event: _____
2. Are non-badged personnel attending this event? ☐ Yes ☐ No Security Approval: _____
If yes, security approval must be obtained. Furthermore, submit a LF 103, NASA Langley Research Center Office of Security Services (OSS) U.S. Citizen Visitor Badge Request For (30 days or less). If you have questions, contact the Badge and Pass Office at x42790. Copies of the Visitor Requests or a list of visitors must also be submitted to Conference Exchange Manager.
3. How many attendees? Badged Individuals: _____ Visitors: _____
4. How do you want the room setup? ☐ Auditorium/Theater ☐ Classroom ☐ Conference ☐ Banquet
☐ Other _____
5. Will audio/visual support be required? ☐ Yes ☐ No If yes, what equipment is needed? _____

Food and Beverage

All events requiring food/beverages must be approved by NASA Exchange Food & Beverage Department (x44910) or Conference Manager (x46362) in advance. These departments have right of first refusal.

1. Will food and beverage be served in your event? ☐ Yes ☐ No
2. Are food and beverage services requested from NASA Exchange Catering or Reid Center Catering? ☐ Yes ☐ No
3. Will alcohol be served? ☐ Yes ☐ No NOTE: Per center policy, alcoholic beverages are permitted after 4 p.m.

Requester's Signature: _____
Printed Name _____ Signature _____ Date Signed _____

Approval Signature: _____
Printed Name _____ Signature _____ Date Signed _____

For additional information as to what activities are permitted on center, please reference LAPD 9050.7 and LAPD 9050.8.